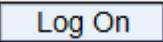# Exercise 1 – Transaction
Transaction Code

Situation

Create PO Based Invoice

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

Field	Value
Click in User field	
User	rf824
Click in Password field	
Password	*****
Click on Logon button Log On	
Click on Universal Worklist	Universal Worklist
Click on highlighted item	Process Invoice Image
Click on Check Mark ✔	
Enter Invoice date	6/14/2013
Click in Reference field	
Reference	129634
Click in Purchase Order Field	
Purchase Order Number	4500011375
Click Green Check Mark ✔	
Click Deselect Button	
Select Line Item	
Click in Amount Field	
Enter Amount	865.77
Click Save Button 💾	

Exercise 2 – Enter Credit Memo

Situation

Create PO Based Invoice

Required Data

This section provides the field data required to complete this exercise. Refer to this data sheet as necessary while performing the exercise.

Field	Value
Vendor	1000001985
Document Date	Today's Date
Reference	16890
Amount	50
Text	Refund for Overpayment
GL Account	430001
Amount in Doc	50
Fund	010-0000
Functional Area	1110-1000-14170
Cost Center	1812301
Baseline Date	Enter Today's Date
Inv Ref	5000000162